

# Weekly Reset Worksheet

A 30-minute workflow to track deadlines, reduce missing work, and lower homework conflict

Student/Name

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Week of

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## What you'll do in this Weekly Reset

- Capture upcoming deadlines in one place.
- Spot missing work and missing materials early.
- Plan realistic time blocks for the week.
- Use neutral language to keep planning conversations calmer.

## Before You Start

- ☐ Open the planner/agenda (paper or digital).
- ☐ Log into the student portal/gradebook (if you use one).
- ☐ Gather class list, syllabi, and any assignment sheets you have.
- ☐ Grab the backpack and any homework folder/binder.
- ☐ Set a timer for 30 minutes (adjust as needed).

☐ Educational planning tool. Not medical or psychological advice.

# How to Use the Weekly Reset (30 Minutes)

Use this worksheet once per week to keep assignments, materials, and time blocks visible.  
The goal is a short, repeatable routine that supports organization and follow-through.

## 3 Steps (30 Minutes)

- ☐ {'label': 'Gather inputs (8 minutes)', 'subitems': ['Scan the planner/portal for upcoming due dates.', 'Note tests, quizzes, projects, and major checkpoints.', 'Identify any after-school activities that affect time.']}
- ☐ {'label': 'Update the pages (12 minutes)', 'subitems': ['Fill in Assignments and Due Dates first (page 4).', 'Do a quick materials check (page 5).', 'Capture the week overview (page 3).']}
- ☐ {'label': 'Plan time blocks and next actions (10 minutes)', 'subitems': ['Choose 1-3 realistic tasks per time block (page 6).', 'Pick one small adjustment for the week (page 7).', 'Use the Reset Script prompts if conversations get tense (page 8).']}

### Helpful context (non-diagnostic)

Executive function skills support planning, focus, task-switching, and juggling information.  
This worksheet focuses on routines and systems (what to do next), not labels.

## Tips to keep it doable

- Keep tasks small enough to start in under 2 minutes.
- Write the next action (example: "open doc" or "upload photo"), not just the assignment name.
- Leave at least one buffer block during the week for surprises.

If safety is a concern or symptoms are severe or persistent, seek qualified professional help promptly.

# This Week at a Glance

Week of \_\_\_\_\_

Use this page for the big picture. Keep it high-level and readable at a glance.  
If something needs more detail, capture it on Assignments and Due Dates (page 4).

Day	Top priorities	Key deadlines	Activities	Notes
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

# Assignments and Due Dates

Week of \_\_\_\_\_

List assignments, tests, projects, and any missing items you see in the planner or portal.  
Keep tasks specific enough to act on. Use Notes for details like rubric links, materials, or questions.

Class/Subject	Task	Due Date	Status	Notes

Status options (use what fits)

- Not started
- In progress
- Done
- Submitted
- Needs help

Quick check: Circle or highlight anything due in the next 2 days.

# Materials and Missing Work

A quick materials check can prevent avoidable last-minute issues.  
Use this page to locate papers, confirm uploads, and set up the week with fewer surprises.

## Backpack Check

- ☐ Planner/agenda is in the backpack.
- ☐ Homework folder/binder is in the backpack.
- ☐ Completed work to turn in is in the folder (or ready to upload).
- ☐ Device and charger (if needed) are packed.
- ☐ Any special materials for this week are noted (book, instrument, uniform, forms).

## Desk/Work Area Check

- ☐ A clear work spot is available.
- ☐ Basic supplies are available (paper, pencil, calculator if needed).
- ☐ Loose papers are gathered into one place to sort.
- ☐ A simple timer is available (phone timer is fine).

## Digital Check

- ☐ Portal/gradebook checked for missing or incomplete items.
- ☐ Upcoming due dates copied into Assignments and Due Dates (page 4).
- ☐ Files are easy to find (downloads, documents, links).
- ☐ Passwords/logins work (note any needed resets).

## Missing Work Actions

- ☐ List missing items in Assignments and Due Dates (page 4) or in Notes.
- ☐ Clarify the next action (print, finish, revise, upload, turn in).
- ☐ Choose a time block for each missing item (page 6).
- ☐ Write down one question to ask the teacher if expectations are unclear.

## Notes

Example: items to print, forms to sign, questions to ask.

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# Time Blocks (Plan the Week)

Week of \_\_\_\_\_

Assign tasks to time blocks before the week gets busy. Keep blocks realistic for your student's energy and schedule. Aim for 1-3 tasks per block, and leave a Buffer block for surprises.

Time block	Mon	Tue	Wed	Thu	Fri
After school					
Evening					
Later					
Buffer					

Time block	Sat	Sun
Morning		
Afternoon		
Evening		

**One priority for the week**

Example: get caught up on missing work in one class, or prepare for a test.

# Quick Reflection

A short reflection helps you adjust the plan without overhauling everything.  
Keep it simple: notice patterns, then choose one small change.

What worked	What was hard	What to adjust

## One small change to try next week

Example: shorter work blocks, earlier start time, or a reminder system.

# Reset Script (Keep Conflict Lower)

Use these prompts to keep the conversation neutral and focused on next steps.  
Pick one or two lines that feel natural, and repeat them consistently.

## Start the reset

- "Let's take 5 minutes to look at what's due this week."
- "What's the next deadline?"
- "What's one thing we can do today to make tomorrow easier?"

## Choose the next action

- "What's the smallest next step?"
- "Do you want to start with an easy task or the most urgent one?"
- "Which time block fits best: After school, Evening, or Later?"

## If your student feels stuck

- "What part feels confusing: directions, materials, or time?"
- "Would it help to email the teacher with one clear question?"
- "Let's write the first step only. We can decide the next step after that."

## Close the reset

- "Let's confirm the plan: what's happening in the first time block?"
- "What's one reminder you want: timer, checklist, or a quick check-in?"
- "Thanks for doing the reset. We'll review again next week."

## Want support making this routine easier to repeat?

If you'd like help tailoring a weekly planning routine to your student's classes, schedule, and support needs, you can explore executive functioning coaching and parent/educator support with The Key Coach.

A coach can help you simplify the system, choose realistic routines, and troubleshoot what keeps breaking down week to week.

- Set up a simple planning routine that fits your household schedule.
- Turn "big assignments" into clear next actions.
- Build a consistent way to track deadlines and materials across classes.

If you have questions, email [support@thekeycoach.com](mailto:support@thekeycoach.com).

Coaching and educational resources are not therapy and do not replace mental health care.